

INSTRUCTIONS FOR THE PREPARATION OF AN ECP II (DD Form 1692)

Please complete items which you know and send form to the Configuration Manager via e-mail or FAX. CM will review form and fill in the blanks.

Block 1. Date. Enter the submittal date of the ECP or of the revision to the ECP.

Block 2. Procuring activity number. To be used by Government for entry of internal processing number, if desired.

Block 3. DODAAC. Enter the DODAAC of the procuring activity.

Block 4. Originator name. Enter the name of the contractor or Government activity, submitting the ECP. Inclusion of submitting individual's name is optional.

Block 5. Originator address. Enter the address of the contractor or Government activity, submitting the ECP.

Block 6. Justification code. Enter the justification code, which is applicable to the proposed Class II engineering change.

CODES

B - Interface

C - Compatibility

D - Deficiency

O - Operational or logistics support

P - Production stoppage

R - Cost Reduction

S - Safety

V - Value engineering ECP.

When the contract contains a value engineering clause, each value engineering ECP shall be identified both by the "V" in Block 6 and by the entry of the following notation at the top of Page 1 of the ECP form: "VALUE ENGINEERING CHANGE PURSUANT TO CONTRACT CLAUSE."

Block 7. Priority. The contractor shall recommend a priority to the Government and enter an "E", "U", or "R" (Emergency, Urgent or Routine).

Block 8. ECP designation.

Block 8a. Model/Type. Enter model or type designation of the CI for which this proposal is being filled out. For CSCIs, enter the CSCI identification number.

Block 8b. CAGE code. Enter the CAGE code for the activity originating the ECP.

Block 8c. System designation. The system or top-level CI designation or nomenclature.

Block 8d. ECP number assigned by CM. Once an ECP number is assigned to the first submission of a change proposal, that number shall be retained for all subsequent submissions of that change proposal. Class II ECP numbers shall run consecutively commencing with number 200001.

Block 8e. Type. Enter either a "P" for preliminary, or "F" for formal. (See 5.)

Block 8f. Revision. If an ECP is being revised, enter the proper identification of the revision, i.e., R1 for the first revision; R. for subsequent revisions. (The date submitted shall be the date of the revised ECP.)

Block 9. Baseline affected. Place an "X" in the box(es) according to the baseline(s) affected.

Block 10. Other systems/configuration items affected. Enter an "X" in the "yes" or "no" box, as applicable, to indicate whether there is an effect on other systems or Cis.

Block 11. Specifications affected. If specifications cited in the contract are affected by the ECP, their identity by the CAGE code of the design activity, document number, revision letter, and the SCN (or NOR) number of the SCN (or NOR) being submitted with the ECP, shall be entered.

Block 12. Drawings affected. Enter the indicated information for all drawings affected by the ECP. The CAGE code to be entered is that of the design activity whose number is assigned to the listed drawing(s). If more than three drawings are affected, enter the information required in the first line for the top-level drawing affected by the ECP and make direct reference on the second line to the enclosure and paragraph containing the list of all the affected drawings.

Block 13. Title of change. Enter a brief title to identify the component or system affected by the ECP.

Block 14. Contract number(s) and line item(s). Enter the number(s) of all currently active contract(s), and the affected contract line item number(s), at the originating CAGE-coded activity that are affected by the engineering change. If more contracts are affected than can be fit in the block, make reference to the enclosure and paragraph where this information is provided. In the case of a Government-prepared change, the task number under which the ECP will be funded and implemented shall be provided in this block.

Block 15. Procuring contracting officer. Enter the procuring contracting officer's name, code and telephone number applicable to the CI shown in Block 16.

Block 16. Configuration item nomenclature. Enter the Government assigned name and type designation, CSCI name and number if applicable, or authorized name and number of the CI(s) affected by the ECP.

Block 17. In production. The "yes" box shall be marked if deliveries have not been completed on the contract(s). The "no" box shall be marked if the deliveries have been completed. This block is not always applicable to software. If not applicable, so indicate.

Block 18. All lower level items affected. For hardware, an appropriate, complete descriptive name of the part(s) shall be given here without resorting to such terms as "Numerous bits and pieces". The number(s) of the part(s) shall also be entered. Additionally, applicable NSNs shall be entered. An attached list may be used when necessary. For CSCI's, enter the name and identifier of each lower level CI and computer software unit affected.

Block 19. Description of change. The description of the proposed change shall include the purpose and shall be given in sufficient detail to adequately describe what is to be accomplished. It shall be phrased in definitive language such that, if it is repeated in the contractual document authorizing the change, it will provide the authorization desired. A description as to which part of the item or system is being changed shall be provided. Supplemental drawings and sketches shall be provided to the extent necessary to clearly portray the proposed change. If the proposed change is an interim solution, it shall be so stated. If additional space is needed, use continuation pages for details but provide an overview in this block. Information should be included as to whether the revision is a resubmittal, replacing the existing ECP in its entirety, or provides change pages to the existing ECP.

Block 20. Need for change. Enter an explanation of the need for the change to include specifically identifying the benefit of the change to the Government. The nature of the defect, failure, incident, malfunction, etc. substantiating the need for the change shall be described in detail. Full utilization shall be made of available failure data. If a new capability is to be provided, improvements in range, speed, performance, endurance, striking power, defensive or offensive capabilities, etc. shall be described in quantitative terms. Correspondence establishing requirements for the change and any testing accomplished prior to the submission shall be identified and summarized. If the ECP is needed to correct maintenance/ logistics problems, that fact will be included with sufficient detail to identify the issues. If the ECP is being submitted as a response to a request for ECP or Government direction, cite that authority herein. Additional pages may be added as required.

Block 21. Production effectivity by serial number. For hardware, enter the contractor's estimated production effectivity point for the production items including serial number, or other item identification (e.g., block or lot number) as approved by the Government. In determining the effectivity point for the proposed change, the contractor shall consider, in addition to the time factors, the availability of all support elements affected and the most economical point of introduction consistent with all the salient factors involved. The earliest production incorporation is not necessarily the singular or most important factor in the establishment of a proposed change effectivity point. The effectivity point will be based on concurrent availability of all logistics support elements and materials affected by the change to the item. For CSCI's, identify the CSCI version number into which the change will be incorporated. Where applicable, the effectivity of the end item CI and vehicle (aircraft, tank, ship, etc.) into which the capability represented by the new version of the software is proposed to be incorporated, shall also be provided. If the impact of the ECP merits the release of a new software version, Block 21 of the ECP submittal shall include a recommendation to this effect. Serial numbers may be used in lieu of version numbers if approved by the Government.

Block 22. Effect on production delivery schedule. State the estimated delivery schedule of items incorporating the change, either in terms of days after contractual approval, or by specific dates contingent upon contractual approval by a specified date. If there will be no effect on the delivery schedule, so state. For a complex ECP, or for related ECPs, this delivery date will be repeated on the milestone chart together with the schedule for other interrelated actions.

Block 23. Retrofit.

Block 23a. Recommended item effectivity. When the contractor recommends that the engineering change be accomplished in accepted items by retrofit, the quantities and serial (or lot) numbers of accepted items in which the change will be incorporated by retrofit shall be entered in Block 23a, or in a referenced enclosure. Such statement regarding items currently in production shall be based upon the estimated approval date of the ECP.

Block 23b. Estimated kit delivery schedule. State estimated kit delivery schedule by quantity and date. When special tooling for retrofit is required for Government use, reference an enclosure in Block 23c on which is specified the dates of availability of tools, jigs, and test equipment required in conjunction with the kits to accomplish the change.

Block 23c. Classroom type(s) affected. Please check the affected classroom(s).

Block 23d. Number of each type affected. Enter the changes in quantity of each item.

Block 23e. Number remaining after changes. The quantity of each item per classroom type remaining after changes have been implemented.

Block 24. Estimated costs/savings under contract. Enter the total estimated costs/savings impact of the ECP on the contract for the subject CI. (Savings shall be shown in parentheses.)

Block 25. Estimated net total costs/savings. Enter the total estimated costs/savings impact of the basic ECP. (Savings shall be shown in parentheses.)

Block 26. Submitting activity authorized signature. An authorized official of the activity entered in Block 4 shall sign this block and provide title in Block 26b. This indicates the ECP has the official sanction of the submitting activity.

Block 27. Approval/disapproval. This block is for use by the Government.